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## RFP 3134

### STUDENT TRANSPORTATION SERVICES

Addendum #1  
Questions and Answers

- Q1: Page 4, regarding service commencement date. Would the district utilize the existing contractor to perform the summer school services for the summer of 2024? When does summer school typically operate? If there is a successor contractor, will they have access to the transportation facility prior to the contract start date?
- A1: *Yes, we would like to extend the current contract to cover summer school services which operate in June and July. Yes, we will work out a reasonable accommodation to access the transportation facility with any successor contractor prior to the August 1 contract start date.***
- Q2: Page 1, will there be a public opening of proposals where pricing will be read aloud, and proposers would have a chance to review proposals submitted?
- A2: *Since this is an RFP, there will be no public opening. Proposers will have the opportunity to review proposals once a contract has been awarded.***
- Q3: Page 5, item III b., first paragraph notes fifteen "14 passenger buses are required".
- Can you please confirm if this is a change from current where different vehicle types are requested?
  - Are you expected yellow cutaway mini school buses or are these vehicles non-yellow bus vans to perform student transportation?
  - This notes "not limited to a minimum of fifteen" can you confirm the minimum amount you are requiring.
- A3: a. *It is different, we have found a need in our district that would be useful to transport students in other types of vehicles.***

- b. *Either is fine. We have a need to transport a small number of students to different schools.***
- c. *15 non-CDL passenger vehicles.***

Q4: Page 5, item III b., first paragraph notes a minimum of three activity type buses are required to be provided with RCPS logos.

- a. Are these for RCPS staff to operate and costs to be included in the home to school rates or would there be a separate lease rate for these vehicles?
- b. Can you clarify the maximum seating capacity needed?
- c. Do the contractor drivers utilize the activity type buses for trips?
- d. How many is the optimal amount or the exact amount you are requiring as this notes a “minimum of three”?

- A4: a. *These would be for extra-curricular trips, sports trips, and special events.***
- b. *14 non-CDL vehicles.***
- c. *Yes.***
- d. *Three.***

Q5: Page 5, item III. b., third paragraph regarding alternate fuels.

- a. Does the current contractor provide any alternative fuel vehicles?
- b. Has the district explored electrification and pursuing grants available to assist with funding or been provided reports related to these opportunities?
- c. If so, can you please share any plans or reports from consultants, contractors, or industry experts on the matter?
- d. If not, is the district interested in pursuing a partial electrification of fleet given that you own and provide the facility?

- A5: a. *No.***
- b. *Yes.***
- c. *Only grant applications at this point.***
- d. *Yes, as a part of our Strategic Plan.***

Q6: Page 5, item III. b., fourth paragraph indicates routing would not be provided until about seven calendar days prior to first day of school based on the current year that started this past August. Can you please provide a briefing as to the typical routing preparation process and the staffing the district has to perform the routing? Also, who communicates changes to families and what is the timeline expectation for implementing changes as it is typically three business days?

- A6: *We receive the data, reprocess the data to routes, and about two weeks before school starts, we post the general ed routes on our webpage. The changes are generally relayed to the parents from school personnel.***

Q7: Page 5, item d, notes the district will provide and maintain the facility. Can you confirm if the district will provide and pay for all utility expenses, including facility janitorial and other routine upkeep such as landscaping and snow removal as part of the maintenance? If not, can you provide historical annual expenses for these items.

**A7:** *RCPS will pay utility expenses and provide landscaping and janitorial services. However, the contractor is responsible for snow removal and snow removal expenses.*

Q8: Page 6, third sentence of item 5d, regarding district fuel tank. Does the district fuel system include a fuel inventory tracking system by vehicle to meet reporting needs.

**A8:** *No.*

Q9. Page 6, second sentence of item 5d, notes contractor is required to provide security to the facility. Can you please clarify the security that is typically provided. Does this include just video surveillance or is there onsite security services provided by security guards? Typically, security when a district facility, the district includes with its overall security plans.

**A9:** *RCPS provides routine locking of equipment, gate, doors, and fence security.*

Q10: Can you please clarify the current full-time customer service and leadership staff provided by current contractors today and related positions. Is this staffing sufficient to meet the needs of the district? Also, can you provide clarification as to the staff in the district transportation office.

**A10:** *The current contractor has 14 office and mechanical staff, which is not sufficient at this time. Currently the district has 3 staff members at the transportation office: 1 director, 1 assistant director, and 1 secretary.*

Q11: Page 6, item i. Given fleet lists are required. Can you please provide the current listing of vehicles provided by the current contractor(s). Please include the vehicle age, seating capacity, configuration of wheelchair buses (seated and wheelchair capacity), if they require air-conditioning and if any are non-yellow buses or cars, age, etc.

**A11:** *This information was included in the data package.*

Q12: Page 7, item p. Are tolls or permits for bridges typically required for daily route operations? If so, can you please provide a briefing as to roughly how many and an average toll amount or annual expense incurred by your contractor.

**A12:** *No tolls or permits for bridges are required.*

Q13: Page 8, item s. What Versa Trans version is used? Does the district expect GPS system to interface with Versa Trans and provide data link for any of its GPS related features such as GPS overlay to routing for planning?

**A13:** *RP 9.31 GPS system is currently separate from VersaTrans.*

Q14: Page 8, item u. Can you please clarify the turn-around time expected for video retrieval. Typically, contractors are provided at least 24 hours, typically 48 hours to allow time to retrieve video and review clips.

**A14:** *Typically, 24 hours is sufficient. However, in some cases video may be needed as soon as possible.*

Q15: Page 9, item y, and Attachment A. This notes that bus aides are required for all special

education and preschool routes.

- a. Are the cost for these included in the daily route rate along with the driver time and other related costs, as we do not see a line item for aides on the pricing form?
- b. As it relates to the current contract can you please clarify how they are billed?

**A15: a. The contractor's cost should reflect the difference in cost for a sped route with an aide and a general ed route without an aide on the bus.**

**b. The current contractor breaks out the SPED from gen ed routes on the billing.**

Q16: Page 9, item y, and Attachment A. This notes that bus aides are encouraged to be provided on other routes such as regular education.

- a. Can you please clarify how many are provided today and if you have them on all routes or the expectation?
- b. Are these to be included in the unit pricing per route or a separate rates as there is not a line item on the pricing form?

**A16: a. 69, and currently we have aides on all sped routes and then we float other aides around on gen ed buses.**

**b. This would be a separate line on the billing for the use of an aide on a gen ed bus.**

Q17: Page 12, item (iii), notes the contractor is to provide our fleet replacement plan. Typically, the RFP or district provide a fleet age specification with an average age and maximum age component that will dictate fleet replacement plans. What is your current arrangement and your expectations? By providing this the district would level the playing field so all proposers doing the same.

**A17: A vehicle to transport students can not be more the 15 years old with the fleet average of 7 years.**

Q18: Page 12, item (iv), notes the contractor is to provide information about salaries. Can you please provide a copy of the labor agreement, any amendments, or memorandums of understanding for current transportation contractor(s) and any district employed transportation employees and any amendment letters, memorandums of understanding, or modifications thereto. If no agreement, please provide wage rates, wage scale, paid time off, and a summary of benefits, etc. for the current contracted and any district employed transportation employees. If possible can you provide a seniority list or count of employees and their wage rates?

**A18: We do not have a copy of any labor agreements the current contractor might have. Currently the driver starting pay is \$21.00 an hr. with a 6hr daily guarantee, and top pay is \$28.32. Individual driver wage rate information will be provided with this addendum.**

Q19: Page 13, item B, last sentence notes the award document will be the RCPS standard contract. Can you please provide a draft of this contract for our legal review.

**A19: RCPS contract with current contractor has been provided in data package for review. Terms and Conditions may be modified in contract with selected contractor for this RFP.**

Q20: Page 14, item C, regarding the LBE, MBE, and WBE criteria of proposal evaluation process.

Can these be met through proposing use of subcontractors or purchases utilizing LBE, MBE, or WBE vendors?

**A20: No. Criteria can only be met by primary contractor.**

Q21: Page 14, item IX. Regarding the cooperative procurement provision. Are there are public agencies participating in the transportation agreement or desire to in the future?

**A21: We are not aware of any.**

Q22: Page 18 Item 4. Notes that modifications would only be considered for \$50K or 25% whichever is greater. Typically, we see renegotiation triggers when route volume changes by 5% and typically to address reductions. Would the district be open to consider adjusting this amount to reflect reductions in volume and scope?

**A22: "Only" is not in this section. The scope of the contract and the contract amount may be amended as needed regardless of the contract amount.**

Q23: Page 18, Item 4. The last sentence notes renegotiation methods will utilize the Public Procurement Act. Can you please provide the specific details of this policy.

**A23: This sentence is not applicable and should be struck.**

Q24: Page 18, item 5. Can you please clarify your expectation. Are we to provide a redacted proposal as noted in SECTION removing these items and in the unredacted version we are provide written notes as to why? Or given this is a special term are we to follow this method and not provide a redacted version?

**A24: Page 21 contains a "Proprietary and Confidential Information Form" that must be completed identifying the information that is redacted in the redacted version. The unredacted version must not include any confidential information that is redacted.**

Q25: Page 25. Regarding the submission of this form to certify specific employees as part of a proposal. Is this required of non-incumbent contractors? Typically, a certification will be that we will not affirm to comply however not required to identify specific employees. Given that this is a proposal and non-incumbent contractors may not yet have local staff or employees hired for the operation.

a. As it relates to ongoing submission of the forms. Can this be provided at a later date typically on a monthly basis as employees are hired?

b. Furthermore, do you require forms submitted and signed by the officers of the company on an on-going basis? The officers may not be the local day to day leadership and its reasonable that this could be provide by the local managers their designated hiring coordinator.

**A25: The Certification of Compliance form may be completed once a contract has been executed.**

Q26: Page 31. Regarding afterschool routes do these run five days a week? If not, can you please provide clarification as the counts of routes and the days? Also, is there just one trip or multiple trips buses operating from a school as this gives a range between 5:30 and

6:30?

**A26: Most afterschool routes are 5 days a week. Some are 2 days a week ending no later than 5:15. We also have sports activity routes taking students home after practice and games which are after 6:30 at night some games are even later.**

Q27: Page 31. Regarding middays.

- a. Can you clarify are they just one run (take-in or take-home) or could they have multiple runs?
- b. Can you clarify the count of Career and Technical routes and the anticipated reduction for opening of the new center?

**A27: a. Mostly one runs. We do have ½ day preschool and that is multiple runs bringing the PM preschool in and taking home the AM class.**

**b. This would be a reduction in shuttles transporting student from one of our high schools to the Tech center.**

Q28: Page 31, regarding field trips. Can you please clarify the number of hours and miles associated with the 2,000 trips?

**A28: It varies. It could be a shuttle to a skating center, or it could be a trip to a pumpkin patch and be several hours.**

Q29: Regarding Attachment A. The Cost Proposal Forms.

- a. For the startup costs breakdown. Typically, contractors include the cost to startup in their unit rates resulting in a fixed fee to the district. By virtue of this, are you asking for the contractor's startup costs to be itemized separately and are you willing to reimburse startup costs as a variable item in the event they exceed forecasted amount?
- b. This notes that the RCPS will work with the vendor to obtain the current fleet. Is it your expectation that proposers obtain the current fleet?
- c. Route Costs. Typically, the route price per bus per day is based on so many hours per day. This is typically the system average hours incurred by route type and then any excess hour overages are calculated on an hourly basis.
  - i. Can you provide the of average hours anticipated by route type?
  - ii. Do you anticipate including a line item for each route type for over hours?
  - iii. Can you provide the number of bus aides needed per each route types listed?
  - iv. For Special Trips, can the district provide the current billing method. What are the per hour and mile rates and are there minimum hours or miles to be incurred?
- d. Bus Aides.
  - i. This has an either/or method for pricing, included in the per route rate. Ideally, it would be better for comparison purposes if you declare how you want this. Typically, we see the aides have a separate daily rate consistent with the route types for drivers and then an hourly rate for excess. Would you consider this approach or are you solely looking for an hourly rate?

- ii. Can you please clarify as to the number of aides expected as the reference to “regular” routes is open ended. Are they just expected for special education?
- iii. For the bus aides, is there a minimum hours by route type to be expected?
- e. Annual Increases. This rate form is only seeking the unit rates for the 2024-25 school year. Usually, we see that the proposer has a place to provide the unit rates for each additional year of the contract term (years two-five) or a place to note annual contract percentages. Can you please modify to allow this?
- f. What will be used to compare the costs of each proposal? Typically, the volumes for each of the service types are provided. Can you provide the items for bus aides and special trips?

**A29:** *a. Please list implementation costs that RCPS would be expected to pay for in the section of the cost worksheet provided for this information. You can indicate \$0 implementation costs and incorporate these costs into your daily rate instead, if desired. If you are willing to spread implementation costs over the life of the contract in annual or monthly installments, please indicate that on the form. RCPS does not have a strong preference for how this is handled, though certainly the ability to avoid a large year one payment would aid the division in budgeting and planning.*

*b. It is not the expectation of the District that the contractor purchase the current fleet, that is up to the contractor. The District’s expectation is for the vendor’s fleet to meet Virginia school bus standards day 1 of the contract.*

*c. Rate information has been included with this addendum.*

*d. Rate information has been included with this addendum.*

*e. See A85.*

*f. The number of special/preschool routes, mid-day, late runs, and after school buses is included on the spreadsheet. A bus aide for every special education and preschool route is required.*

Q30: Has the district made any changes to the routing structure in recent years, such as changing bell times, areas serviced, etc.? Were services reduced due to COVID pandemic and driver shortages? If so how many routes and do you anticipate adding these routes back?

**A30:** *Bell times were changed to accommodate driver shortages.*

Q31: Are you expecting to make any changes in the near future such as adding new buildings, programs, etc.?

**A31:** *Yes, we could add a new private day school for special needs children.*

Q32: Is the current contractor fully staffed with drivers? Can the District provide the number of current routes along with the number of active drivers assigned to routes, and the number of standby or spare drivers?

**A32:** *The current contractor is not fully staffed. The most routes in a tier at this time is 104. On the data drive it has a breakdown of what each bus doing as far as routes the bus metrics*

*report.*

Q33: Does the District have a copy of the current contractor org chart? If so, can a copy be provided?

**A33: *We do not have a copy of the current contractor's organizational chart.***

Q34: Are the current vehicles equipped with air conditioning?

**A34: *Some SPED buses have air conditioning.***

Q35: The RFP indicates that RCPS will provide and maintain an appropriate Transportation Facility for managing RCPS student transportation services. In addition to the fuel tank, pumps, and bus washing stations, does the District provide any other equipment such as lifts, compressors, etc.?

**A35: *No.***

Q36: Has the District assessed any liquidated damages on the current contractor during the contract term? If yes, can you please provide an LD report by year?

**A36: *RCPS's contract with its current provider sets forth various agreed upon penalties to be assessed against the contractor upon the occurrence of various infractions (e.g., late arrival at school \$25.00 per incident, arriving after the scheduled departure time, \$25.00 per incident, etc.). A report on the penalties by year is not readily available.***

Q37: How many Field Trips and Athletic Trips are done each year? What are the average hours per trip? Does the District do any overnight trips, and if yes, how many per year?

**A37: *1,280 trips with average 5hrs. At this time, no overnight trips on a school bus. Overnight trips are on a charter bus with another vendor.***

Q38: Will the District accept alternate bids?

**A38: *Possibly. It depends upon the nature of the alternate bid.***

Q39: Are the current employees of the contractor represented by a labor union? If yes, can you provide a copy of the current CBA?

**A39: *The current employees are not represented.***

Q40: Will the District allow propane buses? If yes, can a propane fueling station be installed at the District facility?

**A40: *Yes. Installation of propane fueling stations would need to be further investigated.***

Q41: Are the current fuel tanks at the District facility diesel, gas, or both?

**A41: *Diesel only. Gas can be accessed at the City of Roanoke fuel facility.***

Q42: Did the District pay the current contractor during the COVID school closures? If so, what level of compensation did you provide?

**A42: *We used drivers and aides for food distribution and paid the contractor with federal***



*funds.*

Q43: Does the District use “virtual learning days” in lieu of weather closures? If yes, is the contractor paid for those days? On average, how many weather-related closures are used each year?

**A43: *No virtual days, and the district has about 10 days built into the school year.***

Q44: What are the school bell times?

**A44: *7:30-2:15; 8:00-2:45; 8:30-3:15; 9:00-3:45.***

Q45: Can you provide a description of the current GPS system that is being used?

**A45: *ZONAR.***

Q46: Please provide the number of aides currently required, broken down by Special Education routes, Pre-K routes, and Regular routes.

**A46: *We route SPED/PK together. 69 aides are required at this time; however, the number can change.***

Q47: Please provide a route file (possible generated by the District’s routing software) that is sorted in vehicle order and contains each of the regularly scheduled trips (including mid-days or late trips) performed by that vehicle each day. If available it would be helpful if driver report time/pullout times, estimated departure times, total route time, and number of assigned students are included as well. Please also include a designation of whether the vehicle is a Regular or a Special Education/Pre-K route.

**A47: *The file was provided in the data package which contained the bus metrics file.***

Q48: Please provide details of the current radio system, including the number of spare units.

**A48: *RCPS maintains the radios and the radio system.***

Q49: Please provide a copy of the 2024 school calendar or projected start dates for summer transportation.

**A49: *School calendars can be found here, <https://www.rcps.info//Page/914#calendar1/20230625/month>.***

Q50: Please provide a copy of the current fleet listing, including make, year, manufacturer, seating capacity, lift equipped, etc.

**A50: *See A11.***

Q51: Would RCPS consider a proposal for alternative transportation only?

**A51: *Yes.***

Q52: If a bidder is proposing only for alternative transportation, are there any other requirements that would not apply (such as the camera video exchange)?

**A52: *No, we would still require the video equipment and the fleet age and average.***

Q53: Can RCPS please specify the preferred format and medium for camera video exchange referenced on Page 8 of the proposal?

**A53: *Format and medium should be friendly for the administrators at the school to view. The contractor may need to supply software for viewing.***

Q54: We have a flexible driver recruitment program that we will scale up or down to ensure we meet the district's needs. As such, we've had no driver shortages or service disruptions in the past two years. Would the district consider independent contractors for the alternative transportation portion of these services?

**A54: *Possibly. Would need to know more about the vetting process of independent contractors.***

Q55: Does the district require drivers of vehicles (vans /sedans) smaller than 8 persons to hold a commercial driver's license (CDL)?

**A55: *We do not require a CDL for smaller vehicles that do not require a CDL from the DOT.***

Q56: Does the district require drivers of vehicles (vans /sedans) smaller than 8 persons to have an on board camera system?

**A56: *Yes.***

Q57: Would the district be interested in a caregiver app, streamlining the communication and transparency between the district and their families, at no extra cost?

**A57: *Yes, that would be very helpful.***

Q58: Were you experiencing a driver shortage prior to the COVID19 pandemic?

**A58: *The current contractor was fully staffed as of December before the pandemic.***

Q59: Question omitted.

Q60: Are there any drivers currently on any major medical health plans?

**A60: *Benefits are currently available to drivers through the current contractor. In the interest of protecting privacy, the number of drivers that are on medical leave will not be disclosed.***

Q61: Can you provide the number of routes by each vehicle capacity?

**A61: *Depends on need.***

Q62: Can you provide the number of routes that require special equipment including wheelchairs, start seats, harnesses etc.?

**A62: *Tier 1, 13 vehicles require special equipment. Tier 2, 21 vehicles require special equipment. Tier 3, 10 vehicles require special equipment. Tier 4, 7 vehicles require special equipment. However, these numbers change frequently. Currently, we have 782***

*preschoolers across tiers 1 & 2 which require star seats.*

Q63: Would RCPS accept an alternate proposal with a longer term contract?

**A63: No.**

Q64: Would the contractor be subject to the Roanoke City business license tax based on their revenue and the city personal property tax related to the school bus fleet?

**A64: Yes, see Chapter 1, License Tax Code, Code of the City of Roanoke (1979) as amended, and Article III, Tax on Tangible Personal Property, of Chapter 32, Taxation, Code of City of Roanoke. Note there are certain exemptions from business license and tangible personal property tax that may or may be applicable to the provider. We recommend contractors have their counsel consult these provisions and verify.**

Q65: What is the status of the Electric Bus grant and will RCPS work with the new contractor on transferring the grant into their name?

**A65: The current contractor applied for the grant.**

Q66: Please provide a list of routes that includes the route type (Regular or Special Needs), vehicle size, aide or monitor required, and any special equipment needed (Wheelchair lift; Air Conditioning). Please provide this same information for summer school routes and mid-day routes.

**A66: Routes and needs are fluid.**

Q67: What is the maximum allowable bus age?

**A67: 15 years.**

Q68: What is the required average fleet age?

**A68: 7 years.**

Q69: How often are the buses to be washed?

**A69: When they get dirty. Our previous contractor had the fuelers run the buses through the wash weekly as they were being fueled.**

Q70: Does the division pay for fuel for the activities bus trips/excursions?

**A70: Yes, the district pays for the fuel.**

Q71: How many drivers is the incumbent currently short?

**A71: Average of 15.**

Q72: What is the current starting wage for drivers?

**A72: \$21.00 per hour.**

Q73: The RFP states 108 routes and the pricing sheet has 115 routes. Which is correct? If it's 108, will the division be issuing a new pricing sheet?

**A73:** *The RFP includes current information about the status of transportation within RCPS to give vendors a better understanding of the school division's current size and experience. This included a maximum total of 108 routes per tier. On the pricing sheet, which would be a proposal for the 2024-2025 school year, we rounded up to 115 total routes given that the number of needed routes can change depending on routing decisions and enrollment.*

Q74: Please clarify what the school division expects for proper seating for preschoolers? (What is the incumbent providing? Integrated child seats? STAR seats? Car seats?).

**A74:** *Preschoolers are required to be in a STAR seat. They can also be in an integrated child seat.*

Q75: Please provide a copy of current contract that includes the rates charged for the current school year.

**A75:** *A copy of the current contract has been provided in the data package. Current rates will be provided in a separate file.*

Q76: Please provide a 3-month sample of invoices that demonstrate how the rates are applied. It would be most helpful if those invoices were for months when the system was in normal operation (Non COVID).

**A76:** *This was provided in the data package. An invoice for September 2023 is not currently available.*

Q77: How are you paying the current contractor now for any partial days or non-operating days? What is your intent with payment going forward if a similar situation such as COVID shutdown occurs during the term of the future contract? Would you guarantee a certain number of days or a percentage of payment to cover fixed costs?

**A77:** *Any such future payments would need to be negotiated with the contractor.*

Q78: What technology is the incumbent providing?

**A78:** *GPS, camera systems on the buses, bus tracker app for the parents.*

Q79: In a smaller Type A vehicle two cameras are standard. Do we need to add a third?

**A79:** *No need for a third camera in a class A.*

Q80: How does the division make up or account for snow days?

**Q80:** *We have 10 snow days built into our school year.*

Q81: Does the school division have a list of approved M/WBE vendors for goods and services?

**A81:** *No.*

Q82: How many days of paid time off do incumbent employees receive? How many sick days do incumbent drivers get?

**A82:** *Currently, drivers and aides are part time employees with a guarantee of six hours daily.*

Q83: Are there any requirements in Virginia for sick days? Are any requirements to provide vacation days in Virginia?

**A83: *This would be for the contractor to determine.***

Q84: Regarding implementation costs on the bid sheet.

a. Are we listing what these items are, or are we also including the pricing for these items?

b. Could we include these costs in our daily rate instead?

c. Or would you prefer them as a fixed fee over the contract term, similar to how it is managed with the current provider?

**A84: *Please list implementation costs that RCPS would be expected to pay for in the section of the cost worksheet provided for this information. You can indicate \$0 implementation costs and incorporate these costs into your daily rate instead, if desired. If you are willing to spread implementation costs over the life of the contract in annual installments, please indicate that on the form. RCPS does not have a strong preference for how this is handled, though certainly the ability to avoid a large year one payment would aid the division in budgeting and planning.***

Q85: How does the school division want bidders to price the out years 2-5 in their proposals?

**A85: *The cost spreadsheet is designed to include one year of pricing information. Typically, RCPS agrees with vendors in the contract negotiation phase on the process for determining any rate increases for subsequent years. This is often set up in allowable ranges tied to changes in the Consumer Price Index. If you have information on how you would expect this to be handled, or incentive pricing you wish to offer, please include that in your proposal.***

Q86: Do vendors who do not qualify as a locally owned business enterprise need to submit Form DJI-F as blank?

**A86: *Mark as "not applicable" on the form.***

Q87: Is the 34% of award criteria is based only on 1st year pricing/start-up cost or will the school division be considering the cost of the entire 5-year pricing for the award?

**A87: *See A85.***

Q88: Page 5, item III, item b., notes contractor is to provide not limited to a minimum of fifteen type A 14-passenger buses that are non-yellow school bus vehicles. Can you please provide a photo of the interior of one of the five units provided today to understand the typical seating configuration?

**A88: *The district would require the type A to have yellow bus style seating.***

Q89: Page 5, item III, item b., regarding providing the minimum three activity buses with RCPS logos. Are these part of the 2022-23 fleet list provided the bus-descriptive-report.pdf ? If so, can clarify the unit numbers? Do these have standard school bus seats? What is seating capacity?

**A89:** *These 3 activity buses will be used for sports trips and special events. Would be nice to have underneath storage for equipment, however this is not required.*

Q90: Page 6, item i., Given fleet lists are required. Can you please provide the current listing of vehicles provided by the current contractor(s). Please include the vehicle age, seating capacity, configuration of wheelchair buses (seated and wheelchair capacity), if they require air-conditioning and if any are non-yellow buses or cars, age, etc.

**A90:** *See A11.*

Q91: Upon reviewing the file provided in the data package named: bus-descriptive-report.pdf located in the VDOE Reports New folder. This was from the 22-23 school year. Also, this list has 172 vehicles and likely reduced to meet the new route volume.

- i. This list denotes fleet having a five digit Bus Number. However, the files with routing and other data do not match. They have single to 1xx digit numbers.
- ii. Can you also please note if lift, the ambulatory seated and wheelchair capacity of each bus. This listing provides capacity but no designation to separate and it is critical to know the vehicle configurations in order to properly outfit the fleet.
- iii. Given that the current contractor provides some mini vans (non-school buses) can you please be sure to provide details on those vehicles' capacities.
- iv. Compare to files named: Durham May 2023 Billing.xlsx located in Invoices New folder and the bus metrics current routes 23-24 sch yr. 9-20-23.xlsx located in the bus Route metrics New folder.

**A91:** *See A11.*

Q92: Page 12, item (iii), notes the contractor is to provide our fleet replacement plan. Typically, the RFP or district provide a fleet age specification with an average age and maximum age component that will dictate fleet replacement plans. Your current contract requires an eight year average and fifteen year maximum fleet age. We typically see eight year average and twelve year maximum fleet age. Can you please clarify your expectations so all proposers are aware of the minimum age specifications that should be proposed?

**A92:** *Please see A67 and A68.*

Q93: In order to assure non-incumbent contractors are able to forecast the appropriate fleet configuration, can you please provide the maximum number of ambulatory and wheelchair students assigned by routing tier, per bus? These counts are needed to assure sufficient bus capacity is assigned. As we understand from the current contract the contractor is to provide star seats and car seats. Can you also clarify the number of star and car seats on each tier?

**A93:** *Refer to A62.*

Q94: Can you please explain the anticipated student attendance days and typical minimum student days needed to fulfill regulations. Do you typically need to operate 180 days and make up days to meet this calendar?

**A94:** *Typically, 180 days plus 10 for missed days to avoid make-up days.*

Q95: Page 31 regarding field trips. Can you please clarify the number of hours and miles associated with the 2,000 trips. How many trips and hours are typically operated by the current school bus contractor? How many of the trip hours are operated by other entities such as coach buses?

**A95: We are not able to clarify given the variability of such trips.**

Q96: Page 31 regarding trips. Can you please clarify the typical demand for trips that conflict with the AM and PM daily bus routes and the peak demand days. This will be needed to determine the pool of spare buses and drivers. Is three trips the sole minimum needed in conflict with routes?

**A96: Because of the variability of such routes, the contractor will need to be flexible.**

Q97: Can you please explain the document named: Roanoke City Route Time Averages.ppt located in the folder Bus Route Metrics. This notes that the average routing software time is 3:25 hours and GPS time notes 5:45 hours. Can you please explain? Why the variance?

**A97: The drivers are currently guaranteed 6 hours a day.**

Q98: Can you provide a dispatch log noting the departure and return times by package by shift? Based on previous analysis the actual payroll time may be greater than the routing software time. Are drivers and monitors guaranteed minimum hours per shift AM or PM, Midday, or late routes above the actual times?

**A98: Refer to answer 97.**

Q99: Regarding Attachment A. The Cost Proposal Forms.

- a. For the startup costs breakdown, by virtue of this are asking for the contractor's startup costs to be itemized separately and are you willing to reimburse startup costs as a variable item in the event they exceed forecasted amount?
- b. Is it your expectation that all proposers obtain the current fleet as part of their proposal offering? If so, can you provide the current fleet list with current odometer and the fair market value?

**A99: a. The level of reimbursement for start-up costs that might exceed the forecast included in the proposal will be negotiated as part of the contract.**

**b. It is not the expectation of the District that the contractor purchase the current fleet; that is up to the contractor. The District's expectations is for the vendor's fleet to meet Virginia school bus standards day 1 of the contract.**

Q100: Can you provide the transportation line item budgets for the current and past three school years? Do the field trips and athletic trips reside in transportation budget or individual school budgets? If separated can you provide the trip expense budget information as well?

**A100: The last three line item budgets for transportation will be provided. Field trips and athletic trips are not budgeted or paid for out of the Transportation Budget. Field trip and athletic trip costs for the past three fiscal years were as follows: 2020-21: \$54,171.40; 2021-22: \$222,440.15; and 2022-23: \$403,833.46. Note that field trips and**

***athletic activities in 2020-21 and, to a lesser extent, 2021-22 were impacted by the COVID-19 pandemic.***

Q101: We request that the district provide turn by turn direction as part of your information response in order for non-incumbent contractors to understand operating conditions and to formulate hypothetical routes for the bid response. Can you please provide a copy of the turn-by-turn directions including garage departure and return times and miles for all current routes, regular education, special education, etc.?

Please provide the turn by turn route directions with stops, stop times, garage leave and return times, etc., sorted by bus, for all routes from the Versa Trans routing software. These should include garage leave and return times. You should be able to print to PDF for these.

You can obtain by going to Versatrans, Routing,

1. Choose all routes in current routing scheme.
2. Choose Driver Directions.
3. Make sure "Include inter-route paths is selected". This will make sure garage leave and return times are provided along with directions in between routes are provided, etc.
4. Choose Print, then Print to file, and select Type, Print to PDF File and save on your computer so you can forward via email.

***A101: On the data drive that has been provided, there are bus metrics. After the RFP has been awarded, the District can provide more data about the routes since they are very fluid at this time.***

Q102: Please provide bus specifications for Contractor's bus fleet (age, mileage, etc.) and if there are differences in specs in 14-passenger buses vs school buses.

***A102: That information can be found on the Virginia Department of Education website.***

Q103: Are insurance requirements in XI. 1 the same for 14-passenger buses?

***A103: Yes.***

Q104: Does the Contractor have to operate a "yellow" school bus for sporting events, field trips, extracurricular activities?

***A104: The contractor will be required to operate a yellow bus for events.***

Q105: Question omitted.

Q106: Outside of the 15 minimum Type A buses referenced in the Scope of Services, are the rest of the vehicle types at the discretion of the contractor?

***A106: Yes.***

Q107: Does the District require a specific number of spare vehicles?

***A107: At least 10%.***



Q108: Are after school and midday runs performed using the same General Education and Special Education buses (after those buses have performed their daily runs)?

**A108: Yes.**

Q109: Are monitors required on midday runs and late runs? If so, does the District provide monitors?

**A109: Monitors are required on most midday runs, and the District does not provide monitors.**

Q110: Are drivers and monitors part of a union? If so, please provide the CBA.

**A110: No.**

Q111: What is the current hourly pay for monitors?

**A111: Current starting pay is \$17.00 per hour.**

Q112: The RFP notes that the District “will provide and maintain an appropriate Transportation Facility. Has the District identified the site already? Or are contractors responsible for finding a transportation facility, to be later reimbursed by the District?”

**A112: The Transportation Facility is, and will continue to be, the current one located at 5401 Barns Avenue, Roanoke.**

Q113: How much is the current monthly lease amount for the District’s yard? Does the District expect the amount to remain the same for next school year?

**A113: There is no monthly lease for the busing contractor.**

Q114: Is the District responsible for the environmental maintenance cost for the fuel tank at its property?

**A114: Environmental maintenance costs are the responsibility of the District. All other maintenance costs for the fuel tank are the responsibility of the contractor.**

Q115: The RFP reads that, “a ten percent (10%) performance bond or irrevocable letter of credit may be required of the Contractor.” Will the District require a performance bond?

**A115: RCPS has not yet determined whether a performance bond will be required.**

Q116: Section VII reads that “each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP.” The RFP provides numbers by section (instead of paragraphs). We interpret this to mean that we should provide our proposal with corresponding section numbers. Please confirm this is the correct interpretation.

**A116: That is correct.**

Q117: Section X, item 2 reads that, “return of the completed document is required.” Should offerors submit the entire RFP, complete with responses, in our proposal binders?

**A117: Offerors should submit the sections of the RFP that are needed to submit a complete proposal response. Submittal of the entire RFP is not required.**

Q118: Please confirm that the General Terms and Conditions provided in Section X of the RFP are the “General Terms and Conditions for Professional Services” referred to in Section X.3? If not, please provide the “General Terms and Conditions for Professional Services” referred to in Section X.3.

**A118: Confirmed.**

Q119: The Cost Proposal template only allows for one rate to be entered. Is the District anticipating the same rate for a specific route regardless of bus type? For example, special education and preschool routes may use either Type A or Type C buses. These are different rate structures. May we add in rates for special education and preschool routes separately? If so, does the District have a preference on how we provide those different rate structures?

**A119: The contractor can break down the cost difference for type A to type C buses and also for gen ed and SPED routes.**

Q120: Attachment A projects 60 General Education routes and Attachment B projects 56 General Education routes. How many regular routes are estimated for next year?

**A120: SPED routes vary from year to year, but it will be no less than 60. Attachment A is a projection for budget forecasting purposes for the 2024-25 school year. Attachment B is current services at a glance, based on numbers at the time the RFP was released. Please use the estimates on Attachment A when providing your cost estimates in your proposal.**

Q121: Attachment A projects 55 Special Education routes and Attachment B projects 52 Special Education routes. How many Special Education routes are estimated for next year? Of the 55 preschool and Special Education routes, how many routes are for preschool students only?

**A121: We combine sped and preschool on the same bus.**

Q122: Do the route totals (in our previous two questions Q120 and Q121) equal the number of vehicles needed to support this contract?

**A122: It is the expectation of the school division that sufficient vehicles be provided by the winning vendor to meet the route numbers included on Attachment A, including being able to cover mid-day runs, field trips, after school program runs, and to accommodate any vehicles that might be out of service for repair.**

Q123: Are lift buses needed for Special Education routes? If so, how many? And how many wheelchair positions are needed per bus?

**A123: Yes, need at least 2 wheel chair capacity. We have as many as 4 on some current routes.**

Q124: Attachment A indicates that vendors should, “include all costs you will expect RCPS to cover related to the implementation of your proposed services” as part of “one-time startup costs. We generally include startup costs as part of our comprehensive pricing model. Please confirm that the District prefers those costs to be presented separately.

**A124: See A84.**

Q125: Please share the prelaunch expenses the District has paid for in the past, and the dollar amount.

**A125: *Approximately \$600,000 paid in monthly installments over the life of the contract.***

Q126: Please provide the average live and deadhead miles per route.

**A126: *Should be on the data package drive which would be the bus metric report.***

Q127: Please provide the average live and deadhead miles for field trips.

**A127: *Varies depending on where the trip is going and if it is a take and return trip.***

Q128: What are the regular school year annual mileages for General Education, Special Education, preschool, and midday runs?

**A128: *On data package drive; last year's state report.***

Q129: What are the annual mileages for field trips and summer school?

**A129: *On the data package drive, there are summer bus metrics.***

Q130: Are monitors required for field trips? If so, does the District provide monitors?

**A130: *Sometimes; the District does not provide the monitor.***

Q131: How many routes have required that monitors be assigned to them in the past year?

**A131: *69.***

Q132: Have the District's past vendors invoiced for "deadhead" miles as defined in Attachment C?

**A132: *No.***

Q133: Is the District open to changing school bell times if necessary to optimize routing?

**A133: *Possibly. The District has changed bell times for the current year routing.***

Q134: Please provide the rates charged by your current transportation provider(s), along with the same data for the past five years.

**A134: *Data will be provided in a separate file to this addendum.***

Q135: The Roanoke City Public Schools line-item budget shows Transportation going from a 2022-23 Forecasted Actual spend of \$10,567,546 to a 2023-24 budget of \$12,127,000, a 15% increase. Considering the route count was reduced from 142 down to 104, was there any additional increase given to the current contractor beyond CPI?

**A135: *No.***